

BOARD OF DIRECTORS – ACTION SUMMARY
Wednesday, March 17, 2004 – 6:00 p.m.

Administration Building
2101 Hurley Way, Sacramento, CA

CALL TO ORDER

The meeting was called to order by President Stewart. Board Members present: Duveneck, Engellenner, Jones, Goold, Granados, Lawson, Stewart, Trujillo, Valley. Staff: Deputy Chief Ritter, General Counsel Price, Board Clerk Tilson.

PLEDGE OF ALLEGIANCE

PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION INCLUDING ITEMS ON OR NOT ON THE AGENDA

Battalion Chief Tom Perkins distributed to the Board an information packet for review and comment on a proposal for a Sacramento Metropolitan Fire District public relations television program to air on KCRA—item to be scheduled for action at the next meeting.

CONSENT AGENDA:

1. Board Meeting Action Summary—March 3, 2004

- **Board Action:**
Engellenner/Goold—approve the Consent Agenda. Directors Duveneck, Engellenner, Goold, Jones, Lawson, Stewart, Trujillo, Valley, AYE. Director Granados, abstained. Motion carried.

ACTION ITEM(S)

1. Request for Waiver/Reduction of District Capital Fire Facilities Fee-Sunnyslope Apartments—(Price)

Postponed to the April 14 Board meeting at the request of the developer.

2. Board Clerk Status—(Granados/Stewart)

- **Board Action:**
Granados/Lawson—table to the next meeting. Directors Duveneck, Engellenner, Goold, Granados, Jones, Lawson, Stewart, Trujillo, Valley, AYE. Motion passed.

3. Municipal Services Review (MSR) for LAFCo—(Appel)

- Required by law to file an MSR with LAFCo.
- Staff recommends adopting Metro Fire's MSR and forward the report to LAFCo for scheduling of presentation, review and acceptance.
- **Board Action:**
Engellenner/Duveneck—adopt the MSR and approve the staff recommendation. Directors Duveneck, Engellenner, Goold, Granados, Jones, Lawson, Stewart, Trujillo, Valley, AYE. Motion passed.

4. Resolution No. 21-04—2004/2005 Pooled Tax and Revenue Anticipation Note (TRAN)—(Appel)

- Participation in a Pooled TRAN program can produce arbitrage revenues that may be applied against project expenditures, enhancing the District's financial position.
- The District has participated in a Pooled TRAN program through RBC Dain Rauscher, Inc. since the 1994/95 fiscal year.
- The Board must adopt and file a resolution with RBC to participate in the 2004/2005 Pooled TRAN before April 15, 2004.
- Staff recommends adoption of the Resolution.
- **Board Action:**
Engellenner/Granados—Adopt the Resolution. Directors Duveneck, Engellenner, Goold, Granados, Jones, Lawson, Stewart, Trujillo, Valley, AYE. Motion passed.

5. Resolution No. 22-04—Declaration of Surplus Real Property and Direct Sale of the Property—(Horel)

- A two-page staff report was submitted outlining the background history of the District owned 0.6 acre vacant parcel of real property on La Vista Drive behind Fire Station No. 109 at 5634 Robertson Avenue, Carmichael, CA.
- District staff has determined the parcel is no longer required for District business purposes.
- Staff recommends adoption of the required Resolution to declare certain real property as surplus and to direct the sale of said property in accordance with a sealed bid process.
- **Board Action:**
Engellenner/Trujillo—Adopt the Resolution. Directors Duveneck, Engellenner, Goold, Granados, Jones, Lawson, Stewart, Trujillo, Valley, AYE. Motion passed.

6. Director of Finance Job Description—(Means)

- In light of the pending retirement of Assistant Chief Janice Simcoe, a draft job description was presented.
- The job description is the integral part of the job announcement to fill this position and is needed to proceed.
- The Policy Committee considered the job description on March 3 and approved moving it to the full Board with the following two modifications incorporated in the document presented: (1) adding a Master's Degree as preference, and (2) shifting the authority to modify education requirements from the Fire Chief to the Board of Directors.
- Director Goold recommended a minor modification in the second paragraph under Education to remove the duplicative reference to a "Bachelor's Degree." Deputy Chief Means noted the change.
- Staff recommends adoption of the Director of Finance job description.
- **Board Action:**
Engellenner/Jones—Adopt the job description. Directors Duveneck, Engellenner, Goold, Granados, Jones, Lawson, Stewart, Trujillo, Valley, AYE. Motion passed.

7. Fire Chief Compensation—(Means)

- At the special Board Meeting of March 9, 2004, Fire Chief Martinez indicated staff would be directed to bring forward the last employee of the District for a salary adjustment.
- A two-page staff recommendation was presented with a proposed salary adjustment of 8 ½% for the position of Fire Chief based upon the secured and unsecured property tax growth; effective January 1, 2004, and each January 1 for a period of three years from the effective date.

The other benefits would continue to be tied to the Senior Staff portion of the Unrepresented Employees Resolution as specified in the Fire Chief's employment contract.
- **Board Action:**
Engellenner/Granados—table to the next meeting of April 14. Directors Duveneck, Engellenner, Goold, Granados, Lawson, Trujillo, AYE. Jones, Valley, Stewart, NO. Motion passed by a 6-3 vote.

**8. Resolution No. 23-04—Industrial Disability Retirement
Application-Engineer Cheryl E. Root—(Appel)**

[Taken out of order after Closed Session]

- Work related injury precluding performance of duties in the position of Fire Engineer.
- Application filed with the Public Employees' Retirement System.
- Recommend approval; retirement effective April 1, 2004.
- **Board Action**
Goold/Granados—Adopt the Resolution. Directors Duveneck, Engellenner, Goold, Granados, Jones, Lawson, Stewart, Trujillo, Valley, AYE. Motion passed.

PRESENTATION ITEM(S): None.

PRESIDENT'S REPORT—(Stewart)

- Inquired about conducting a Board Workshop meeting.
- Items suggested for discussion include:
 - Strategic Goals and Objectives.
 - Mission Statement.
 - Fire Chief's performance review as a basis for salary adjustment prior to discussion on compensation--Closed Session.
 - Governance reconsideration.
- Board Clerk Tilson directed to mail the Fire Chief evaluation forms to the Board members with a return envelope to the Board Clerk for confidential filing.
- **Board Action**
General consensus in favor of a Board Workshop meeting.

Final discussion under Board Comment of Thursday, April 8 at 9 a.m. as the tentative date for the Workshop, dependent upon the Fire Chief's availability.

FIRE CHIEF'S REPORT—(Deputy Chief Ritter)

- The Board supported the District's recommendation in February for the purchase of vehicles and an increase in the authorized fleet. An updated Vehicle Master Replacement Plan will be provided in the near future as requested, incorporating the changes made and clarifying the terminology to reflect an accurate recommendation for the next fiscal year.

- Corrected a previous inaccurate statement relative to no further purchases this fiscal year—there is one more truck company. Currently reevaluating specifications for the bid process and it will be brought back to the Board.
- In response to Director Engellenner, arrangements will be made to have the new Haz Mat unit in the area as soon as it is available.

GENERAL COUNSEL’S REPORT—(Price) None.

BREAK FOLLOWED BY CLOSED SESSION 6:50 PM

RECONVENE TO OPEN SESSION 7:00 PM

Report by General Counsel Price:

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to California Government Code Section 54956.9(a) – Two (2) Cases

- a. Richard Murdock vs Sacramento Metropolitan Fire District
Claim No. 6221000017

The Board extended settlement authority. If a settlement is effectuated, the terms of the settlement will be announced in a future open session.

- b. Cheryl E. Root vs Sacramento Metropolitan Fire District
SAC WCAB 0332966

The Board discussed the medical basis for this disability retirement. No action taken.

Resolution for disability retirement for consideration under Action Item No. 8.

COMMITTEE AND DELEGATE REPORTS:

[Taken out of order after Closed Session]

Executive Committee—(Stewart)

- Next meeting: TBA

Communications Center Delegate—(Engellenner)

- Received 136 applications as of the March 10 closing date for the position of Communications Center Manager--10 fully qualified with 5 final candidates to be interviewed in April.
- Next Meeting: March 30, 2004 – 10:30 a.m.

California Fire & Rescue Training Authority—(Goold)

- Next Meeting: TBA.

Finance Committee—(Jones)

- Next Meeting rescheduled to March 24, 2004 at 6:00 p.m.
- At the Finance Committee meeting, would like to discuss the possibility of a Finance Committee Workshop with the budget directors for each of the divisions.

Policy Committee—(Granados)

- At today's meeting, the two items on the Agenda were tabled in the absence of the Fire Chief and at the request of the Board Chair.
- Next meeting: April 14, 2004 – 5:00 p.m.

BOARD QUESTIONS AND COMMENTS**Lawson:**

- Requested Metro staff to get information on sensitive issues to the Directors on a timelier basis. Many directors work out of several job locations and do not have faxes that can be secured three or four hours before meetings. Suggested items time-sensitive to the Board meeting be sent at least 24 hours before the meeting to provide an opportunity to digest it.

Trujillo:

- Echoed the same comment. The letter that went out today at 2 p.m., he only saw it at the Policy Committee meeting, which caused the meeting to be tabled.

Granados:

- Requested Deputy Chief Ritter to look into the fax machine problems—Tech Services will be contacting the Board members to resolve the issue.
- A couple weeks ago his father had some heart problems and Medic 21 transported him to the hospital. He thanked the personnel of Medic 21 and the responding company, Captain Monahan and Captain Rice of Local 522 for calling and checking on his father who is doing very well, and Director Trujillo. He appreciated their thoughts and the consideration given to him and his family. He hoped to get some names from Chief Ritter of those responding so he can go out and personally thank them.

Jones:

- The proposed workshop dates do not fit into her schedule but she will write down a few thoughts to share with the Board and can put it in with the Fire Chief's evaluation.

- The Code 3 Race Day at Northstar was held yesterday with Metro represented. In past years, they have earned over \$1,000 for the designated charity which is the Summer Burn Camp sponsored by the Pacific Burn Institute. Hope to exceed that amount and extended appreciation to Metro for its support in that charity function.

Engellenner:

- Commented on the Sunday Sacramento Bee editorial criticizing the pay raises that the Board granted our employees. Basically, it inferred we are going to force the Cities of Sacramento and Folsom into bankruptcy because they can't afford that kind of pay raise. He stated he is here to take care of Metro employees and not somebody else's employees.

Deputy Chief Ritter stated Fire Chief Martinez wanted to make sure the Board had an opportunity to read the article. Copies are available for the Board members.

Goold:

- Would like Chief Martinez and others to send a letter to Station 108 for the kind care they gave his son and he will do the same.

ADJOURNMENT:

The meeting was adjourned at 6:20 p.m.

James M. Stewart, President

H. Peter Engellenner, Secretary

Charlotte Tilson, Clerk of the Board